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Minutes - APPROVED

Public Records Board  
Records Management Committee

Tuesday, July 26, 2022; 1:00  
Teams Meeting

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Committee Members Present: Paul Ferguson and Erin Scharlau.  
Committee Members Excused: Abbie Norderhaug.

- 1) Call to order:** 1:01PM. Paul Ferguson noted that Abbie Norderhaug was excused. She provided her feedback to Kathryn prior to the meeting so it can be included in the discussion during the review of RDAs under agenda item 3.
- 2) Approval of May 10, 2022, Minutes:**

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from May 10, 2022, be approved as submitted. The motion passed.

Member	Aye	No	Abstain
Erin Scharlau	X		
Paul Ferguson	X		

- 3) Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter 2022 Public Records Board (PRB) Record Series Index:**

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

Meeting adjourned at 2:47 PM. Motion made by Paul Ferguson, seconded by Erin Scharlau. The motion passed.

Member	Aye	No	Abstain
Erin Scharlau	X		
Paul Ferguson	X		

Next meeting: October 18, 2022.